

Coordinated Mobility Program

FTA Section 5310

2014 Application Process

Program Guidance

Dan Harrigan, ADOT

Suzanne O'Neill, TransitPlus, Inc.

Ann Beauvais, RAE Consultants, Inc.

January 29 and 31, 2014

5310 Program Introduction

Workshop Objectives

- ▶ **State Funding and Project Priorities**
- ▶ **Eligible 5310 Project Types**
- ▶ **Application Improvement Guidance**
- ▶ **Project Budget Development**
- ▶ **Determining Appropriate Service Performance Measures**

2014 Application Process

E-GRANTS System

- ▶ **System Access**
- ▶ **Basic System Functionality**
- ▶ **Q&A**

Section 5310 Program Introduction

Coordination Planning and ADOT Focus

- ▶ **MAP-21 - Transportation Legislation for FY 2013 and FY 2014 Focus Area:**
 - Stronger Coordination of Transportation Services
- ▶ **A New Program Model:**
 - *Working together in a region to make the best use of resources.*
- ▶ **Increased emphasis on:**
 - Program Management
 - Financial Management
 - Coordination

Slide 4

1

Clarify 1st sentence, 2nd paragraph

Suzanne O'Neill, 1/19/2014

Arizona State 5310 Funding / Project Priorities

Types of Funding Available

▶ **Section 5310 Formula funds**

- All eligible projects in rural and small urbanized areas

▶ **Section 5310 STP funds**

- Capital equipment and mobility management projects
- Only available in rural portion of State

Arizona State 5310 Funding / Project Priorities

Amount of Funding Available

- ▶ **Section 5310 formula funds**
 - Rural Operating: approximately \$375,000
 - Rural Capital and MM: approximately \$590,000
 - Small Urban Operating: approximately \$340,000
 - Small Urban Capital and MM: approximately \$700,000
 - Urban Tucson / PAG region Operating: app. \$325,000
 - Urban Tucson / PAG region Cap./MM: app. \$396,000
- ▶ **Section 5310 STP funds**
 - \$1.5 to \$2.0 million

Arizona State 5310 Funding / Project Priorities

Coordinated Mobility Program Priorities

- ▶ **Mobility management is the foundation;**
- ▶ **Information and referral is available;**
- ▶ **Capital investment decisions come from a mobility management framework;**
- ▶ **Regional mobility management priorities are identified; and**
- ▶ **Grantees have the capacity to provide service, manage project, and manage financial aspect.**

Arizona State 5310 Funding / Project Priorities

ADOT Section 5310 Project Priorities

- ▶ **Regional Mobility Management Activities**
 - Mobility Managers and developing processes/activities
- ▶ **Vehicles**
 - Adequate to meet peak needs; regional context
 - Maintained in a state of good repair
- ▶ **Operating Projects**
 - Projects must meet federal guidelines

Eligible 5310 Recipients and Projects

Eligible Mobility Management Projects

- ▶ **Mobility Management staff and related program costs**
 - Effective programs that build partnerships, promote getting riders connected with the most appropriate service, and support joint decision-making and improved use of resources.
- ▶ **Professional services**
 - IT, web design, or consulting for program development
- ▶ **Capital costs to develop joint dispatch and scheduling or one-call, one-click centers**
 - Hardware, software, AVL, and related equipment

Eligible 5310 Recipients and Projects

Eligible Capital Equipment Projects

- ▶ **ADOT's primary equipment focus is vehicle purchases.**
- ▶ **Example projects that can be applied for:**
 - Vehicles
 - Fleet maintenance equipment
 - Vehicle equipment/parts
 - Vehicle rehabilitation, manufacture, or overhaul
 - Operations and maintenance structures
 - Radios and communication equipment, computer hardware/software
 - Transit related Intelligent Transportation Systems (ITS)

Eligible 5310 Recipients and Projects

Eligible Capital Equipment Projects – Vehicles

- ▶ **Investments in vehicles are to be supported in Regional Coordination Plan.**
- ▶ **Objectives:**
 - “Right-sizing” the region’s vehicle fleet
 - Well used – appropriate mileage use
 - Peak hour and geographic constraints
 - Maintaining vehicles in a state of good repair
 - Providing accessibility

Eligible 5310 Recipients and Projects

Eligible Capital Equipment Projects – ADOT Purchased Vehicles Types

▶ **Cutaways**

- ▶ **With Lift – ADA Accessible: 14 ambulatory passengers**
- ▶ **With Lift – ADA Accessible: 9 ambulatory passengers**

▶ **Minivans**

- ▶ **With Lift – ADA Accessible: 5 ambulatory passengers**
- ▶ **Without Lift – Non Accessible: 5-7 ambulatory passengers**

▶ **Maxivans (Standard Van)**

- ▶ **Without Lift – Non-Accessible: 12 ambulatory passengers**

Eligible 5310 Recipients and Projects

Eligible Operating Projects

▶ **New eligibility category**

- Results from combining “New Freedom” program with 5310 program

▶ **Projects must be part of Coordination Plan**

- In support of priority objectives

▶ **Funding limits**

- No minimum amount
- Maximum of 45% can be spent on operating projects

Eligible 5310 Recipients and Projects

Eligible Operating Projects Cont.

► Operating Projects allowed must be *Public Transportation* with a purpose of:

- Exceeding the requirements of the ADA
- Improving access to fixed route service and reduce the reliance by individuals with disabilities on ADA Paratransit
- Providing alternatives to public transit that assist seniors and people with disabilities



FY 2014 Evaluation Process

Application Timeline Major Dates

- ▶ **Workshops January 29th and 31st**
- ▶ **Application released week of February 18th**
- ▶ **Applications due April 8th**
- ▶ **Applications are prioritized based on Coordination Plan in each region in April**
- ▶ **ADOT scores applications in April - May**
- ▶ **Awards announced June 2014**

FY 2014 Evaluation Process

COG / MPO Role in Application Evaluation

► COG / MPO Major Responsibilities:

- Develop and maintain Regional Coordination Plans.
- Review applications and prioritize projects based on Coordination Plans and funding availability.
- Provide applicants and subrecipients technical assistance.
- Oversee transportation coordination activities in their regions.

COG/MPO Role

Timeline for Major COG / MPO Activities

► Ongoing

- Develop and maintain Regional Coordination Plan with Coordinating Council
- Work on project development

• Dec – January

- Prepare Coordination Plan Updates

• February

- Submit amended list of potential projects
- Conduct workshops as needed and provide technical support

• April

- Prioritize projects based on Coordination Plans and funding availability

ADOT Evaluation of Applications

Project and Evaluation Criteria – Threshold

- ▶ **ADOT will review applications for basic eligibility or “threshold” criteria.**
 - Application was submitted on time and complete.
 - Applicant “attended” the an ADOT workshop or webinar.
 - Applicant certified agency eligibility requirements.
 - Project applied for are FTA eligible projects.
 - Project applied for are consistent with coordination goals and listed in the Regional Coordination Plan.

ADOT Evaluation of Applications

Project and Evaluation Criteria – Evaluation

- ▶ **ADOT will review applications based on evaluation criteria.**
 - Project Management
 - Coordination
 - **Project Specific Criteria**
 - Mobility Management
 - Capital Equipment
 - Operating

FY 2014 Application

Form Outline

- ▶ **13 potential forms applicants need to complete**
- ▶ **Number of forms to complete is dependent on type and number of projects requested**
- ▶ **Within types of form, applicants can create multiple forms**

FY 2014 Application

Form Outline

Application Selection

The screenshot shows a web browser window with the URL <http://demo.agatesoftware.com/IntelliGrants>. The breadcrumb trail indicates the user is in the '5310 Application Menu' > 'Forms Menu'. At the top right of the form area are three buttons: 'SAVE', 'MARK AS COMPLETE', and 'CHECK GLOBAL ERRORS'.

APPLICATION SELECTION

Instructions:

- Select the checkboxes below that correspond to applicant organization and types or projects this application is for.
- Click the **Save** button, and the appropriate pages will be displayed.
- Complete the application either by select the 'Forms Menu' link above, or 'SUMMARY OF PROJECT AND FUNDING REQUEST(S)' link at the bottom of the page.

What type of Project(s) are you applying for? (Select 'Yes' for all that apply)

☐ Yes ☐ No Capital

☐ Yes ☐ No Operating

☐ Yes ☐ No Mobility Management

☐ Yes ☐ No This application includes project request(s) for a regional mobility management project at the **COG/MPO** level. If this is the case, complete the questions in this section AND provide project detail in the *Regional Mobility Management Project Request(s) Section*.

☐ Yes ☐ No This application includes project request(s) for mobility management activities at the **sub-regional level**. Sub-regional projects will only be considered for areas where regional mobility management programs exist. If this is the case, complete the questions in this section AND provide project detail in the *Sub-Regional Mobility Management Project Request(s) Section*.

☐ Yes ☐ No Do you provide a transportation service?

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
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The bottom of the browser window shows a Windows taskbar with icons for Internet Explorer, File Explorer, Google Chrome, and Microsoft Word. The system clock in the bottom right corner displays '3:15 PM 4/1/2013'.

FY 2014 Application

Form Outline

Project vs. Program

- ▶ **ADOT's application is designed to ask questions about the project(s) being applied for.**
- ▶ **There is a difference between your transportation program and a specific transportation project.**
- ▶ **ADOT wants to know first about your program, then about your projects.**

FY 2014 Application

Form Outline

Transportation Program Specific Forms

- ▶ **Transportation Program Specific Forms are:**
 - Program Information
 - Civil Rights
 - Training Program
 - Coordination of Transportation Services
 - Regional Mobility Management Program Information
- ▶ **Information required on these forms provides a picture of your entire transportation program.**

FY 2014 Application

Form Outline

Program Information

- ▶ ADOT's application asks questions about your agency, your transportation program, and a specific transportation project.

PROGRAM INFORMATION

Instructions:

- Please complete this page and click **SAVE**. Fields will populate with information and any errors will be noted at this point.
- Required fields are marked with an *.

1. Mission. Describe the agency's purpose and services.

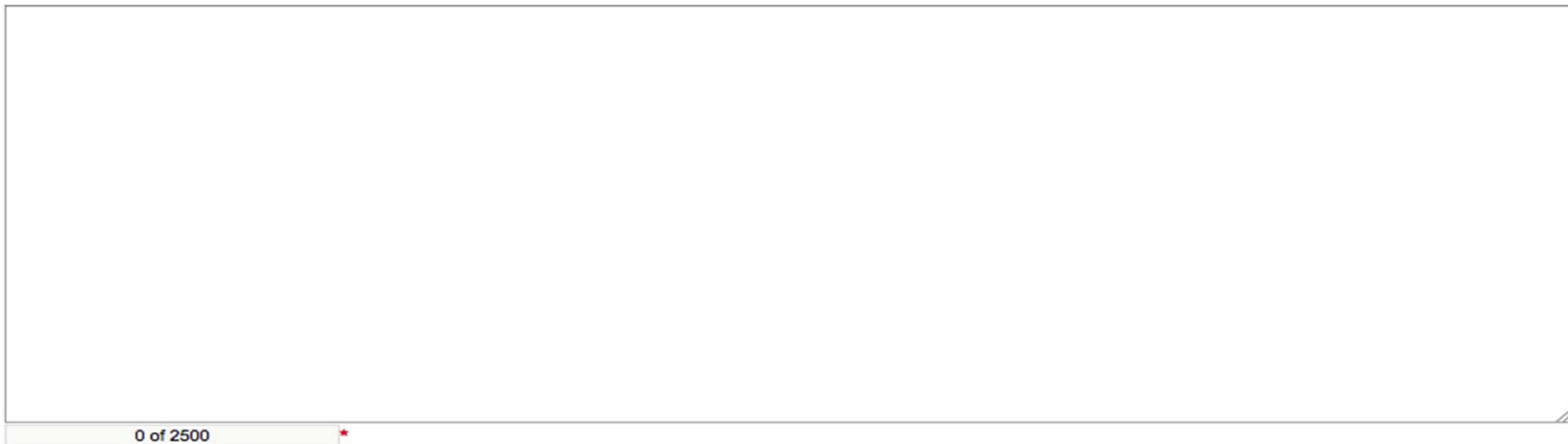
0 of 2500 *

FY 2014 Application

Form Outline

Program Information

2. Program. Describe the agency's current transportation program or program(s) related to transportation, to include a summary of mobility management activities and what geographic area(s) are served.



0 of 2500

[Browse...](#) No file selected.

[Attach a MAP of the service area by clicking here.](#)

- ▶ Please pay close attention to the context of the questions and make sure it is clear what information should be provided for each question. If you are unclear, please ask!

FY 2014 Application

Form Outline

Program Information - Budget

Most Recent Actual Agency and/or Transportation Program Budget
Revenues

CHECK GLOBAL ERRORS

DEDICATED FUNDING SOURCES OR CONTRACTS	OPERATING	CAPITAL/MOBILITY MANAGEMENT	TOTAL
City, town or county funds (list type below)			
a. <input type="text"/>	<input type="text"/>	<input type="text"/>	
b. <input type="text"/>	<input type="text"/>	<input type="text"/>	
c. <input type="text"/>	<input type="text"/>	<input type="text"/>	
d. <input type="text"/>	<input type="text"/>	<input type="text"/>	
e. <input type="text"/>	<input type="text"/>	<input type="text"/>	

FY 2014 Application

Form Outline

Program Information for COGs/MPOs

- 2. Program. Describe the agency's current transportation program or program(s) related to transportation, to include what geographic area(s) are served.**

TRANSPORTATION PLANNING PROGRAM:

NACOG's transportation planning area covers more than 40,000 square miles. NACOG Planning coordinates with ADOT and local governments to assure that transportation, air quality planning, multi-modal programs, and the implementation of projects are effectively identified and coordinated by local, state, federal agencies, and the general public. The program also develops and maintains a transportation improvement program, highway performance management system, population data, and coordinates mobility grant services and planning.

AREA AGENCY ON AGING (AAA) PROGRAM:

The State Region III Area Agency on Aging has been providing services to, and behalf of, the regional aging population since 1975 (excluding tribal areas). The AAA mission is to provide the tools necessary to maximize seniors' independence and dignity, and to implement a comprehensive, coordinated system of services. AAA is one of 650 like agencies in the United States and is currently the largest geographical service region in the country. AAA contracts with over twenty agencies to deliver funding and programs benefitting the target population. Pursuant to the Region III 4 Year Plan, transportation is an essential component of its holistic, program delivery system.

REGIONAL MOBILITY MANAGEMENT PROGRAM:

NACOG was the first rural regional MM program in Arizona. Originally conceived as an intra-agency partnership between AAA and Transportation Planning, the program has developed into a comprehensive project tasked with coordinating systems, developing partnerships, managing assets/resources, and providing technical assistance. The regional mobility management project seeks to improve the allocation and use of federal/state/regional/local mobility assets through developing,

FY 2014 Application

Form Outline – Program Information

PROGRAM INFORMATION

4. **Service Area.** Indicate approximate percentage of census designated geographic areas the agency serves. Total percentage should equal 100%.

PERCENT OF TOTAL TRIPS	TRIP TYPE
0%	Urbanized Area
10%	Small Urbanized Area
90%	Rural Area
100%	TOTAL PERCENTAGE

5. **Operations.**

	FIXED ROUTE	DEMAND RESPONSE	DEVIATED FIXED ROUTE	TOTAL DAYS AND HOURS PER WEEK
a. What days of the week does your service operate? (e.g., M-F, M, Tu, W, Th, Sa, Su)		Monday to Friday		5 days per week
b. What hours of the day does your service operate? (e.g., 5 am–7:30 pm)		7:00 am to 7:00 pm		60 hours per week

6. **Clientele.** Describe the transportation clientele and client eligibility requirements.

Elderly persons and persons with developmental disabilities. Riders must be 18 years of age or older, the rider's service animal and personal care attendant are included when needed. Clients complete an application and intake process before approved for transportation services.

FY 2014 Application

Form Outline

Transportation Project Specific Forms

- ▶ **Transportation Project Specific Forms are:**
 - Summary of Project and Funding Request
 - Capital Request
 - Operating Request
 - Regional Mobility Management Request
 - Sub-Regional Mobility Management Request
- ▶ **Information required on these forms provides project specific information.**

FY 2014 Application

Form Outline

Summary of Project and Funding Request

- ▶ **Lists all the projects the applicant is applying for.**
- ▶ **Projects are identified by agency location.**
- ▶ **Projects are to be listed individually, do not group capital requests such as several bus replacements.**

FY 2014 Application

Form Outline

Summary of Project and Funding Request

Applicant Agency Name

Project Summary

1	Project Title	<input type="text"/>	Priority Number	<input type="text"/>
	Location Address	<input type="text"/>		
	Brief Description of Proposed Project	<input type="text"/>		
	Funding Request Amount	FTA Request: <input type="text"/>	Local Match: <input type="text"/>	Total Cost: <input type="text"/>
	Project Type	<input type="radio"/> Capital <input type="radio"/> Operating <input type="radio"/> Mobility Management		COG/MPO Region: <input type="text"/>

2	Project Title	<input type="text"/>	Priority Number	<input type="text"/>
	Location Address	<input type="text"/>		
	Brief Description of Proposed Project	<input type="text"/>		
	Funding Request Amount	FTA Request: <input type="text"/>	Local Match: <input type="text"/>	Total Cost: <input type="text"/>
	Project Type	<input type="radio"/> Capital <input type="radio"/> Operating <input type="radio"/> Mobility Management		COG/MPO Region: <input type="text"/>

3	Project Title	<input type="text"/>	Priority Number	<input type="text"/>
	Location Address	<input type="text"/>		

FY 2014 Application

Form Outline

Summary of Project and Funding Request

0 of 500 SAVE MARK AS COMPLETE CHECK GLOBAL ERRORS

Funding Request Amount	FTA Request:	Local Match:	Total Cost:
Project Type	<input type="radio"/> Capital <input type="radio"/> Operating <input type="radio"/> Mobility Management		COG/MPO Region: <input type="text"/>

2013 SECTION 5310 PROJECT FUNDING REQUESTS

2013 OPERATING (ALL PROJECTS)			2013 CAPITAL (ALL PROJECTS)			2013 MOBILITY MANAGEMENT (ALL PROJECTS)		
FTA REQUEST(S)	LOCAL MATCH	TOTAL	FTA REQUEST(S)	LOCAL MATCH	TOTAL	FTA REQUEST(S)	LOCAL MATCH	TOTAL
<input type="text"/>	\$0	\$0	<input type="text"/>	\$0	\$0	<input type="text"/>	\$0	\$0
2013 TOTALS								
FTA REQUEST(S)	LOCAL MATCH	TOTAL						
\$0	\$0	\$0						

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	APPLICATION SELECTION		Beauvais AO, Ms. Ann 4/1/2013 3:36:03 PM	Beauvais AO, Ms. Ann 4/1/2013 8:13:22 PM
	SUMMARY OF PROJECT AND FUNDING REQUEST(S)			
	PROGRAM INFORMATION			
	CIVIL RIGHTS			
	TRAINING PROGRAM			
	COORDINATION OF TRANSPORTATION SERVICES			

FY 2014 Application

Form Outline – Vehicle Information

Spare Ratio

8. What is the transportation program's spare ratio (if a vehicle is requested)? (See guidebook instructions for how to calculate.)
14%

Fleet Accessibility Ratio

9. What is the transportation program's fleet accessibility ratio (if a vehicle is requested)? (See guidebook instructions for how to calculate.)
83%

Part Time and Spare Vehicles

NUMBER	DESCRIPTION
16	Full-time
5	Part-time
3	Back-up/spare
24	Total Vehicle Fleet - Revenue Service
20	Of this total, how many vehicles are ADA Accessible (regardless of status in fleet)?

FY 2014 Application

Form Outline

Operating Request – Performance Indicators

6. **Project Effectiveness and Performance Indicators*** SAVE MARK AS COMPLETE CHECK GLOBAL ERRORS

Complete table with Estimated Performance Measure Data (provide data as applicable to service type on left)

<input type="radio"/> Fixed Route	Annual One-Way Passenger Trips:	<input type="text"/>
<input type="radio"/> Flexible Route	Annual Vehicle Service Hours:	<input type="text"/>
<input type="radio"/> Shuttle Feeder	Annual Vehicle Service Miles:	<input type="text"/>
<input type="radio"/> Demand Response	Total Vehicles in Service (exclude spares/backups):	<input type="text"/>
	Total Operating Expenses:	<input type="text"/>
	Total Administrative Expenses:	<input type="text"/>
	Cost Per Mile:	\$0
	Cost Per Passenger Trip:	\$0
<input type="radio"/> User-Side Subsidy or Vouchers (e.g., taxi)	Annual One-Way Passenger Trips:	<input type="text"/>
<input type="radio"/> Vanpool	Annual One-Way Passenger Trips:	<input type="text"/>
<input type="radio"/> Car-Sharing	Number of Vehicles:	<input type="text"/>

6a. How did your agency determine that the service type (i.e. fixed route, demand response, etc.) and route/schedule proposed or currently in place is the most effective to meet the needs of the passengers served?

0 of 1000

6b. Describe what performance indicators have been identified to evaluate the effectiveness of the project in terms of meeting identified goals and objectives.

FY 2014 Application

Form Outline

Required Certifications and Documents













- ▶ **Required Certifications and Documents form**
 - **Agency Eligibility**
 - **Coordination Plan**
 - **Financial Management**
 - **Upload Required Documents**

FY 2014 Application

Form Outline

Grant Agreement

- ▶ Separate from the application form documents
 - Must be signed, scanned and submitted in the system

Exhibits	
	Grant Agreement
	Signature Page for Grant Agreement
	Approval
	Upload
	Exhibit A
	Exhibit B
	Exhibit B 5311
	Exhibit C Responsibility Matrix
	Exhibit D Procurement
	Exhibit E Civil Rights
	Exhibit F DBE
	Exhibit G Insurance

FY 2014 Application

Form Outline

Grant Agreement: Signature Page for Grant Agreement

SIGNATURE PAGE FOR GRANT AGREEMENT

[CHECK GLOBAL ERRORS](#)

BETWEEN
THE ARIZONA DEPARTMENT OF TRANSPORTATION
MULTIMODAL PLANNING DIVISION acting for and on behalf of
THE STATE OF ARIZONA
AND

ADOT Subrecipient
GRANT ###

E-Grant Application Number: 5310-2014-Subrecipie-00006

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

ADOT Subrecipient

STATE OF ARIZONA
Arizona Department of Transportation

By

By

Signatory Name(Printed):

Joseph S. Omer
Division Director
Multimodal Planning Division

Signatory Title(Printed):

Date Signed

Date Signed

FY 2014 Application

Form Outline

Grant Agreement – Approval of ADOT Subrecipient

APPROVAL

APPROVAL OF ADOT Subrecipient

I have reviewed this Grant Agreement BETWEEN the STATE OF ARIZONA, by and through its ARIZONA DEPARTMENT OF TRANSPORTATION, MULTIMODAL PLANNING DIVISION and ADOT Subrecipient and declare this Agreement to be in proper form and within the powers and authority granted to the ADOT Subrecipient under the laws of the State of Arizona. No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this _____ day of _____, _____

Attorney for the ADOT Subrecipient

Note: **This page is mandatory for any public agency.** If you are not a public agency, at your option, you may write "Acknowledged and Waived" above an authorized signatory's signature. It is recommended that you have an attorney review the document even if not mandatory.

FY 2014 Application

Form Outline

Grant Agreement – Upload Signature Pages



[Back](#)

Document Information: [5310-2014-Subrecipie-00006](#)



[Details](#)

You are here: > [5310 Application Menu](#) > [Forms Menu](#)

UPLOAD

Instructions:

- Please upload your signed documents



Signature Page: No file selected.

Signed Approval: No file selected.

FY 2014 Application

Form Outline

Grant Agreement – Exhibits

	<u>Exhibit A</u>
	<u>Exhibit B</u>
	<u>Exhibit B 5311</u>
	<u>Exhibit C Responsibility Matrix</u>
	<u>Exhibit D Procurement</u>
	<u>Exhibit E Civil Rights</u>
	<u>Exhibit F DBE</u>
	<u>Exhibit G Insurance</u>
	<u>Exhibit H Kaibab</u>
	<u>Exhibit H Navajo</u>
	<u>Exhibit H NonTribal</u>
	<u>Exhibit H SanCarlos</u>
	<u>Exhibit H SRPMIC</u>
	<u>Exhibit H Tribal Others</u>

FY 2014 Application

Form Order

- ▶ **Forms should be completed in the order laid out in the system**
- ▶ **Applicants must start with the Applicant Selection form in order to determine what other forms to complete**

FY 2014 Application

ADOT Expectations

- ▶ **ADOT wants to see applications that are:**
 - **Complete**
 - **Planned and well thought out**
 - **Detailed with accurate budgets**

Writing a Strong Application

Project Description

The screenshot displays the IntelliGrants web application interface. At the top, there is a browser window with the URL <http://demo.agatesoftware.com/intelligran>. The application header includes a navigation bar with buttons for **SAVE**, **MARK AS COMPLETE**, and **CHECK GLOBAL ERRORS**. Below the header, there is a dropdown menu for **Applicant Agency Name**. The main content area is titled **Project Summary** and contains three identical project entry forms, numbered 1, 2, and 3. Each form includes the following fields:

- Project Title**: A text input field.
- Location Address**: A dropdown menu.
- Brief Description of Proposed Project**: A large text area with a character count of 0 of 500.
- Funding Request Amount**: A section containing three sub-fields: **FTA Request**, **Local Match**, and **Total Cost**.
- Project Type**: A section with three radio buttons: **Capital**, **Operating**, and **Mobility Management**.
- COG/MPO Region**: A dropdown menu.

The Windows taskbar at the bottom shows the time as 8:37 AM on 4/2/2013, along with various system icons and application shortcuts.

Writing a Strong Application

Brief Description of Proposed Project

► No

Project Summary				
1	Project Title	Operating Funds		Priority Number 1
	Location Address	P.O. Box 871 Peridot, Arizona 85542		
	Brief Description of Proposed Project.	Driver salaries, fringe benefits, supplies, meeting expenses, repair and maintenance-vehicle, training, travel and per diem, vehicle expense-fuel/oil, and windshield replacements.		
	Funding Request Amount	FTA Request \$56,143	Local Match \$56,143	Total Cost \$112,286
	Project Type	Operating		COG/MPO Region CAG

► Yes

2	Project Title	Operating funds for Orange Route		Priority Number 1
	Location Address	PO Box 7639 Denver, Colorado 04616		
	Brief Description of Proposed Project.	RAE Consultants is seeking \$25,000 in FTA Section 5310 funding to fund the Orange route, which serves the elderly and developmentally disabled in rural Cochise County. Total project cost is \$50,000 and \$25,000 in cash match will be provided by the SEAGO Area Agency on Aging program.		

Writing a Strong Application

Brief Description of Proposed Project

► No

5	Project Title	Transportation services	Priority Number	1
	Location Address	1495 South 4th Avenue Yuma, Arizona 85354		
	Brief Description of Proposed Project.	Operating costs for transportation services for elderly and disabled individuals that go above and beyond current ADA services.		
	Funding Request Amount	FTA Request \$300,000	Local Match \$300,000	Total Cost \$600,000
	Project Type	Operating	COG/MPO Region	YMPO

► Yes

Project Summary

1	Project Title	SEACAP - OPERATING	Priority Number	1
	Location Address	283 W. 5th Street Safford, Arizona 85546		
	Brief Description of Proposed Project.	SEACP is requesting operating funds for a demand response transportation system serving elderly and disabled persons living in thirteen very rural communities in Graham and Greenlee counties.		
	Funding Request Amount	FTA Request \$50,000	Local Match \$50,000	Total Cost \$100,000
	Project Type	Operating	COG/MPO Region	

Writing a Strong Application

Brief Description of Proposed Project

► No

4	Project Title	ESBF Sage Transportation Project Greenlee County	Priority Number	4
	Location Address	106 Plaza Suite 8 Morenci, Arizona 85540		
	Brief Description of Proposed Project.	ESBF provides door through door transportation options for individuals with a wide range of disabilities which facilitates access to local communities & surrounding areas. Vehicles daily transport 11+ individuals and cover over 100 miles. Without this service individuals would be isolated in this rural area. Transportation is provided on demand, prescheduled & fixed route. We are working on developing a method to transport elderly/low income individuals to Safford for medical appts., etc.		

► No

Project Summary

1	Project Title	SLOP Maxivan request to replace VIN 8362	Priority Number	1
	Location Address	2500 Show Low Lake Road Holbrook, Arizona 86025		
	Brief Description of Proposed Project.	Community Counseling Centers, Inc. (CCC) is a non profit behavioral organization with a service boundary area of 9,959 square miles in Navajo County. The patients CCC serves have severe emotional and developmental behavioral disabilities. The majority of patients are primarily indigent and without transportation. They are dependent upon CCC to transport them to and from behavioral health appointments. Without the available transportation, decomposition of behavioral health will occur.		
	Funding Request Amount	FTA Request \$20,800	Local Match \$5,200	Total Cost \$26,000

Writing a Strong Application

Brief Description of Proposed Project

► No

Project Summary				
1	Project Title	Minivan to Replace VIN 6711	Priority Number	1
	Location Address	2115 North State 89 Highway Chino Valley, Arizona 86323		
	Brief Description of Proposed Project.	Intermountain operates 18 group residences and an educational day program for individuals diagnosed with Developmental Disabilities in Yavapai County. Fifty adult residents require community-based support 24/7/52, and all transportation needs from personal and medical appointments to recreation, leisure, and jobs. Van #6711 is shared by Care Coordinators who transport developmental home residents and deliver services to them and by the Day Program. The van will need to be replaced by 2014.		
	Funding Request Amount	FTA Request \$24,000	Local Match \$6,000	Total Cost \$30,000

► Yes

Project Summary				
1	Project Title	Cutaway With Lift to Replace VIN 5555	Priority Number	2
	Location Address	PO Box 7639 Denver, Colorado 04616		
	Brief Description of Proposed Project.	RAE Consultants needs to purchase one Cutaway With Lift to replace VIN 5555, a 2008 Startrans Supreme with 115,000 miles. The vehicle will provide service for the Orange route, which serves the elderly and developmentally disabled and is tied to our operating request below.		

Writing a Strong Application

In-Depth Project Description

► No

2. **Provide an in-depth Project Description, to include information on Start Date, Service Type (Fixed Route, Demand Response, etc.), and Service Area.**

Our Transportation Program start date will September 1, 2013, though we are already transporting seniors and those with disabilities with the staff that we do have now and utilizing our volunteer program . Once we are approved for the funding through the ADOT Section 5310 Program we will be able to have the funding to pay for salaries for our drivers and the funding available for fuel which has become very expensive to my budget. The gas price fluctuates from day to day and month to month it has cost my program several hundreds/thousands of dollars for fuel. Our insurance costs from an outside source which will increase with the new vehicle we will be obtaining within the next month. And, because we are obtaining a new ADOT vehicle our fuel costs will increase so will our servicing costs.

► Yes

2. **Provide an in-depth Project Description, to include information on Start Date, Service Type (Fixed Route, Demand Response, etc.), and Service Area.**

The project is to provide a rural Cochise County demand response service route based out of Tombstone to Douglas five days a week. Service area includes McNeal and Bisbee. The route services all eligible elderly and developmentally disabled clients. This service is ongoing, the original start date was January 1, 2008. This service is partially funded by County and local dollars, as well as FTA Section 5317 funding in past years.

Writing a Strong Application

In-Depth Project Description

► Maybe?

2. **Provide an in-depth Project Description, to include information on Start Date, Service Type (Fixed Route, Demand Response, etc.), and Service Area.**

East Valley Adult Resources (EVAR) is requesting 5310 operational funding to support the Apache Junction Transportation Service. Approval of the funding request will allow program expansion of the Van Transportation program to provide medical appointments transit to veteran's, older adults (65-95+) and disabled persons in the Apache Junction area. EVAR services provide and enhance needed community driven services. Within Apache Junction transportation needs continue to grow, yet funding is limited. In the past 5317 funding was critical, providing the fourth leg of the fiscal chair--if funding is eliminated Apache Junction Transportation Service will falter, making the program insecure. EVAR's provides a continuum of services for the active to those in need of minimal support to maintain independence. Reliable, cost-effective and efficient transportation is a key, allowing vulnerable adults continued daily control of their lives.

Writing a Strong Application

Duplicative Questions and Answers

- ▶ **Application form reviewed for duplicative questions**
 - Some minor adjustments were made based on response from the survey
 - Applicants routinely answered questions broadly, missing the distinctions between “agency”, “transportation program”, and “project” as well as need vs. actual service provided.
- ▶ **Read questions narrowly and respond accordingly**

Writing a Strong Application

Narrowing Answer Focus

This is an example of what not to do.

4. Need and Project Benefits

Describe the Unmet Need that the proposed project seeks to address.

We want to expand transportation services to include the underserved outlying rural areas including Topock. We will contract with the local Senior Center there as well as in other underserved rural areas in Mohave and La Paz County. We will transport elderly and/or disabled clients to Veterans hospitals in the larger urban areas such as the VA medical facility in Phoenix so that they can access enhanced services located there. We estimate 1-2 trips a week. We will also provide transportation for shopping, doctor appointments, and legal purposes. With the new vehicle we will be able to renew a previous contract with Valley View Medical Center in Fort Mohave as well.

Writing a Strong Application

Narrowing Answer Focus

This is an example of a good answer about need.

Need and Project Benefits

Describe the Unmet Need that the proposed project seeks to address.

The Town of Huachuca City and Whetstone do not receive any transit services from any agencies. There are also no medical facilities or grocery stores in the community. 51% of our residents are elderly or disabled and are unable to transport themselves to visit the doctor, go to the grocery store or to take care of various other errands. We provide door to door service to assist those who are elderly or disabled and have difficulty walking. Sierra Vista is the closest community where all of the basic services can be found. We increase transportation opportunities and therefore alleviate the extra cost that would be involved if private transportation would have to be obtained. We improve transportation access by including the Sierra Vista Transit station as one of our fixed stops. Our project seeks to provide transportation services to these residents so their basic needs can be met.

Writing a Strong Application

Describing Coordination Activities

Coordination of Transportation Services

- ▶ **Coordination of Transportation Services form asks questions about focus areas directly tied project evaluation criteria.**
 - Participation in regional coordination activities
 - Board support for transportation coordination
 - Integration of coordination into transportation program activities
 - Applicant's level of involvement in coordinating services or resources with other agencies

Writing a Strong Application

Coordination Activities for COGs / MPOs

- ▶ **Is the COG identified as a resource for transportation?**
 - ▶ Brochure? - Website?
- ▶ **Formal support: MOU? Letter of Commitment?**
- ▶ **Policies and Procedures: How does support apply within your agency?**
 - Have human service case workers been trained in available resources?
 - Do human service programs understand the importance of paying for the full cost of service?
 - What role does the COG serve in driver training?

Writing a Strong Application

Describing Coordination Activities

Regional Mobility Management Program Information

- ▶ **Regional Mobility Management Program Information form is region specific.**
- ▶ **The form is only required if an applicant is applying for a mobility management project.**
- ▶ **What is regional mobility management program focus?**

Writing a Strong Application

Regional Mobility Management Program Information New Program Goals

Set Reasonable Expectations

Check the functions expected to be in place for the regional mobility management program within one year and within three years.

1 YEAR	3 YEARS	FUNCTION
a.		Information and Referral
b.		Assistance, Ombudsman, Advocacy for Riders
c.		Eligibility Determinations for Multiple Programs
d.		Volunteer Driver Programs (establish, support existing, and coordinate)
e.		Travel Training
f.		Joint Reservations and Trip Scheduling
g.		Vehicle Pools for Elderly/Disabled Programs
h.		Employment Transportation Programs
i.		Driver Training
j.		Other: (describe)

Grant Budgets

Topics

► Budget Basics

- Operating Expense Definitions
- Local Match: Definitions and Sources
- Revenues = Expenses

► Cost Categories

- Revenue and Expense Categories
- Direct and Indirect Expenses

► ADOT Budget Forms

- Agency / Transportation Program Budget
- Project Budget Form
- In-kind Match Valuation Form

Budget Basics

Operating Expense Definitions

Operating Expenses = \$100,000

Fares & Donations in lieu of fares = \$ 10,000

Net Operating Expenses = \$ 90,000

5310 Eligibility = 50% of Net Operating Expenses

Because so few 5310 agencies have enough fares to make a difference, the calculation of net operating deficit is skipped on the application form.

Budget Basics

Local Match

Local Match = Cash or In-kind

Cash = Anything your agency pays for, including salaries in other department.

In-kind = Services and goods needed in your program
Donated by a third party
You would otherwise need to purchase them.

- This is the local share of the net operating deficit
- Match requirements vary by program
- Your budget will reflect cash and in-kind in both the revenue and expense categories

Budget Basics

Sources of Local Match

- ▶ **Contract income**
 - AHCCCS, ALTCS
 - DDD
 - Vocational Rehabilitation, etc.
- ▶ **Donations not tied to a ride**
- ▶ **Fundraising**
- ▶ **City or County funding**
- ▶ **Foundations and Charity: United Way, etc.**
- ▶ **Other agency funds**

Budget Basics

Local Match Requirements

▶ Capital Vehicle Projects

- Cash is required for local match


▶ Mobility Manager and Operating Projects

- Can use a combination of cash and in-kind revenues
- Operating revenues (fares, donations in lieu of fares, advertising) do not count as local match

Budget Basics

Balancing Revenues and Expenses

Total revenue should equal total expenses. Budget in-kind expenses and revenues.



Great
Job!

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Revenue Source #1:	donations	\$35,622.00	\$7,800.00
b. Revenue Source #2:	driver time/miles		\$143,500.00
c. Revenue Source #3:	grants	\$10,176.00	
d. 5310 Grant Request Amount		\$20,000.00	
TOTAL INCOME		\$65,798.00	\$151,300.00

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Salaries/Wages		\$33,940.00	\$140,500.00
b. Benefits		\$0	
c. Insurance		\$3,000.00	
d. Fuel		\$16,600.00	\$3,000.00
e. Utilities		\$2,421.00	\$600.00
f. Materials and Supplies		\$0	
g. Vehicle Maintenance and Repair Services		\$0	
h. Contract (Purchased) Transit Services (Identify):		\$0	
i. Leases and Rentals			\$7,200.00
j. License Fees and Taxes		\$0	
k. Direct Administrative Costs (i.e.: Office Materials and Supplies; Telephone Services; Office Rental; Office Equipment)		\$9,837.00	
l. Other (i.e.,: vouchers; etc.) (Identify):			
TOTAL EXPENSES		\$65,798.00	\$151,300.00

Fiscal Capacity

1. Proposed Project Budget

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Revenue Source #1:	████████	\$88,000.00	\$2,400.00
b. Revenue Source #2:	DES/DDD/ACYF	\$181,300.00	\$0
c. Revenue Source #3:	Other Contracts	\$200,000.00	\$0
d. 5310 Grant Request Amount		\$300,000.00	\$0
TOTAL INCOME		\$769,300.00	\$2,400.00

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Salaries/Wages		\$200,180.00	\$0
b. Benefits		\$1,500.00	\$0
c. Insurance		\$12,168.00	\$0
d. Fuel		\$162,000.00	\$0
e. Utilities		\$8,810.00	\$0
f. Materials and Supplies		\$10,000.00	\$0
g. Vehicle Maintenance and Repair Services		\$29,200.00	\$0
h. Contract (Purchased) Transit Services (Identify):	0	\$0	\$0
i. Leases and Rentals		\$0	\$0
j. License Fees and Taxes		\$200.00	\$0
k. Direct Administrative Costs (i.e.: Office Materials and Supplies; Telephone Services; Office Rental; Office Equipment)		\$2,500.00	\$0
l. Other (i.e.: vouchers; etc.) (Identify):	0	\$0	\$0
TOTAL EXPENSES		\$426,558.00	\$0

Fiscal Capacity

1. Proposed Project Budget

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Revenue Source #1:		\$0	\$0
b. Revenue Source #2:		\$0	\$0
c. Revenue Source #3:		\$0	\$0
d. 5310 Grant Request Amount		\$60,000.00	\$0
TOTAL INCOME		\$60,000.00	\$0

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Salaries/Wages		\$0	\$0
b. Benefits		\$0	\$0
c. Insurance		\$2,000.00	\$0
d. Fuel		\$9,000.00	\$0
e. Utilities		\$0	\$0
f. Materials and Supplies		\$0	\$0
g. Vehicle Maintenance and Repair Services		\$3,000.00	\$0
h. Contract (Purchased) Transit Services (Identify):	n/a	\$0	\$0
i. Leases and Rentals		\$0	\$0
j. License Fees and Taxes		\$100.00	\$0
k. Direct Administrative Costs (i.e.: Office Materials and Supplies; Telephone Services; Office Rental; Office Equipment)		\$0	\$0
l. Other (i.e.,: vouchers; etc.) (Identify):	n/a	\$0	\$0
TOTAL EXPENSES		\$14,100.00	\$0

Agencies large and small did this. The question that comes up for evaluators is whether or not the applicant has the managerial capacity needed for the grant.

What is right? What is not?

Proposed Project Budget

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Revenue Source #1:	AAA - Title IIIB, SSBG, State Ind Living	\$23,138.00	
b. Revenue Source #2:	In-Kind (Coordination Committee volunteers)		\$2,570.00
c. Revenue Source #3:	In-Kind (Coordination Committee mileage)		\$1,440.00
d. 5310 Grant Request Amount		\$108,592.00	
TOTAL INCOME		\$131,730.00	\$4,010.00

ESTIMATED DIRECT EXPENSES:		CASH	IN KIND
a. Salaries/Wages		\$74,250.00	
b. Benefits		\$28,215.00	
c. Telephone Service		\$1,075.00	
d. Travel and Conference Education		\$12,500.00	
e. Printing and Promotional Materials (outreach)		\$2,500.00	
f. Website Design		\$10,000.00	
g. Advertising and Marketing		\$600.00	
h. Postage and Office Supplies		\$600.00	
i. Other (Identify):	Membership dues, consulting services travel training, operating mis.	\$6,000.00	
TOTAL EXPENSES		\$135,740.00	\$0

Cost Categories

Direct and Indirect Expenses

- ▶ **Agencies may charge eligible direct expenses**
 - All costs must be included in budget and directly related to transportation
- **Operating Expenses**
 - Often these vary with the amount of service operated (drivers, fuel, parts)
- **Administrative Expenses**
 - Often these are fixed costs (rent, phone)
- **Indirect expenses may be charged**
 - An approved cost allocation plan required

Cost Categories

Expense Categories

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Salaries/Wages		\$0	\$0
b. Benefits		\$0	\$0
c. Insurance		\$2,000.00	\$0
d. Fuel		\$9,000.00	\$0
e. Utilities		\$0	\$0
f. Materials and Supplies		\$0	\$0
g. Vehicle Maintenance and Repair Services		\$3,000.00	\$0
h. Contract (Purchased) Transit Services (Identify):	n/a	\$0	\$0
i. Leases and Rentals		\$0	\$0
j. License Fees and Taxes		\$100.00	\$0
k. Direct Administrative Costs (i.e.: Office Materials and Supplies; Telephone Services; Office Rental; Office Equipment)		\$0	\$0
l. Other (i.e.,: vouchers; etc.) (Identify):	n/a	\$0	\$0
TOTAL EXPENSES		\$14,100.00	\$0

ADOT Budget Forms

Agency vs. Project Budget

Program Information – Agency Budget

SAVE MARK AS COMPLETE CHECK GLOBAL ERRORS

FY 2012 Agency and/or Transportation Program Budget

Revenues

DEDICATED FUNDING SOURCES OR CONTRACTS	OPERATING	CAPITAL	TOTAL
City, town or county funds (list type below)			
a. <input type="text"/>	<input type="text"/>	<input type="text"/>	
b. <input type="text"/>	<input type="text"/>	<input type="text"/>	
c. <input type="text"/>	<input type="text"/>	<input type="text"/>	
d. <input type="text"/>	<input type="text"/>	<input type="text"/>	
e. <input type="text"/>	<input type="text"/>	<input type="text"/>	
Title III (Older Americans Act)			
	<input type="text"/>	<input type="text"/>	
TANF (Temporary Assistance to Needy Families)			
	<input type="text"/>	<input type="text"/>	
Medicaid			
	<input type="text"/>	<input type="text"/>	
Charter Service			
	<input type="text"/>	<input type="text"/>	
Other Contracts (list type below)			
a. <input type="text"/>	<input type="text"/>	<input type="text"/>	
b. <input type="text"/>	<input type="text"/>	<input type="text"/>	
c. <input type="text"/>	<input type="text"/>	<input type="text"/>	
d. <input type="text"/>	<input type="text"/>	<input type="text"/>	
e. <input type="text"/>	<input type="text"/>	<input type="text"/>	
TOTAL DEDICATED FUNDING SOURCES OR CONTRACTS			

ADOT Budget Forms

ADOT Operating Request Page

1. Current and Proposed Project Budget

		CURRENT YEAR		PROPOSED PROJECT	
ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND	CASH	IN KIND
a. Revenue Source #1:	GHK	\$1,000.00	\$10,000.00	\$10,000.00	\$10,000.00
b. Revenue Source #2:	GJJ	\$10,000.00	\$10,000.00	\$1,000.00	\$2,000.00
c. Revenue Source #3:		\$0.00	\$0.00	\$0.00	\$0.00
d. 5310 FTA Share Grant Request Amount		\$30,000.00	\$0.00	\$30,000.00	\$0.00
TOTAL INCOME		\$41,000.00	\$20,000.00	\$41,000.00	\$12,000.00

		CURRENT YEAR		PROPOSED PROJECT	
ESTIMATED DIRECT EXPENSES		CASH	IN KIND	CASH	IN KIND
a. Salaries/Wages					
b. Benefits					
c. Insurance					
d. Fuel					
e. Utilities					
f. Materials and Supplies					
g. Vehicle Maintenance and Repair Services					
h. Contract (Purchased) Transit Services (Identify):					
i. Leases and Rentals					
j. License Fees and Taxes					
k. Administrative Related Office Materials, Supplies, and Services					

Document the Value of In-kind Revenues

In-Kind Match Valuation Proposal

- ▶ **An In-Kind Match Valuation Proposal must be submitted with the grant application.**
 - Formal documentation of how the value of the in-kind match is determined.
 - Use form in Appendix C for every third party contributed good or service.

Document the Value of In-kind Revenues

In-Kind Match Valuation Proposal

- Includes donor name, description, and description of how FMV determined.

Is this a Good or Service? (G or S)	Description of the Goods and/or Services	When The Goods and Services will be Donated (month/year)	Fair Market Value (FMV) of Goods and/or Services
			\$
			\$
			\$
			\$
	Total Value		\$

Document the Value of In-Kind Revenues

Determining Fair Market Value

► For donated services:

- Volunteers valued at the pay for similar work.
- In your organization or at other agencies
- http://www.independentsector.org/volunteer_time

► For donated equipment, space, or property:

- Fair market value or rental rate at time of donation

Performance Measures

Understanding Performance Measures

▶ **Single Measures**

- One-way trips
- Hours or miles of service
- Operating cost* *Includes operational and administrative expenses

▶ **Composite Measures**

- Passengers per hour
- Cost per passenger
- Cost per mile

▶ **Require consistent data, identified for each type of service.**

Performance Measures

Industry Standards

- ▶ **There are expected ranges for types of service**
 - Cost per mile = \$2.00 - \$6.00
 - Cost per hour = \$25 - \$100
- ▶ **Performance measures will reflect service characteristics**
 - Passengers per hour:
 - Fixed route = 8 – 50
 - Demand Response = 2 – 6
 - ADA Paratransit = 1 – 3
- ▶ **Cost per passenger considers productivity and cost of service (per mile or per hour)**

Performance Measures

Vehicle Performance Measures

Generally Accepted Vehicle Use Standards

Level of use	Miles/year	Days/week	Hours per day	Riders/Hour	Riders/Year
Well-used	25,000	5	10 to 12	2.0 or more	5,500
Moderate use	18,000	5	6 to 8	1.5	2,805
Low-level use	12,000	Less than 5	Less than 6	1	1,020

Capital Cost per Rider

	Mini-Van with Ramp	Mini-Van no Ramp	Cutaway
Cost	\$50,000	\$24,000	\$62,000
Useful Life	3.50	3.25	4.50
Well-used	\$2.60	\$1.34	\$2.51
Moderate use	\$5.09	\$2.63	\$4.91
Low-level use	\$14.01	\$7.24	\$13.51

Performance Measures

Providing Consistent Information

- ▶ **Complete all performance measure boxes**
- ▶ **Data will be based on total operating/administrative costs for the type of service being operated**
- ▶ **Create a budget and service information notebook**
 - Include data for your transportation program as a whole and for each type of service you operate – demand response, flex routes, fixed routes.
 - No transportation line item in your budget? Estimate! Document your assumptions and the resulting budget numbers.

Project Management

Plan to Manage Your Project

- ▶ **Maintain performance data:**
 - One-way trips for each service type or project
 - Miles of service
 - Hours of service
 - Cost by category
- ▶ **Track progress towards goals – service and management**
 - Are you meeting expectations?
 - Is ridership as expected? Are revenues on track?
 - What has changed?
 - What will you do to get the project back on track?

Contact Information

Dan Harrigan

Program Manager

Section 5310 Coordinated Mobility Program

E-mail: dharrigan@azdot.gov

Phone: (602) 712-8232

FY 2014 Guidance Materials

Guidebook and Application Instructions

<http://mpd.azdot.gov/planning/TransitProgramsandGrants/program-handbook-applications-and-awards>